

E-mail and Internet Accounts Guides

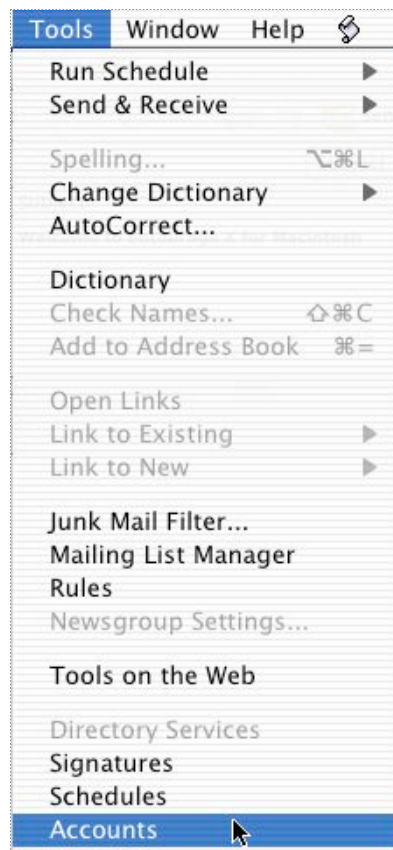
Microsoft Entourage for Macintosh OS X

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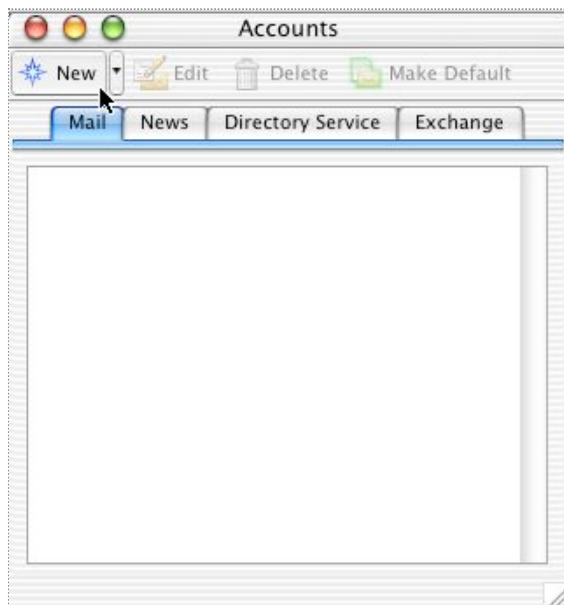
Email Account Setup Guide

1) Open Entourage, go to the "**Tools**" menu (if you get other pop-up screens when opening Outlook Express, close them until you can click on the "**Tools**" menu), and click on "**Accounts...**"



2) When the "**Internet Accounts**" window appears, click on the "**Mail**" tab. Click and hold on the "**New**" button, moving

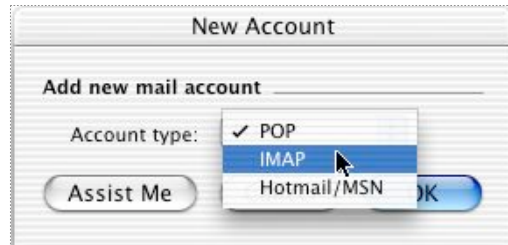
your pointer over the "**Mail...**" label and release the mouse button.



3) When the "**Account Setup Assistant**" dialog starts, begin filling out **Your name**: the name you want to appear on all your emails you send to people. At the bottom left of this window, click **Configure account manually**.



4) In the **New Account** window, choose IMAP, the recommended protocol for U of MN e-mail, unless, as an advanced user, you have a reason to use POP. Click OK.



5) In the **Edit Account** window, fill in the following information:

Account Settings

Account name: Your full name

Include this account...: (optional)

Personal information

Name: Your full name

E-mail address: <your internet ID>@umn.edu

Receiving mail

Account ID: <your internet ID>

IMAP server: <your internet ID>.email.umn.edu

Password/Save password: (optional)

Sending mail

SMTP Server: smtp.umn.edu

6) Set advanced receiving options:

This IMAP service requires a secure connection (SSL) should be checked.

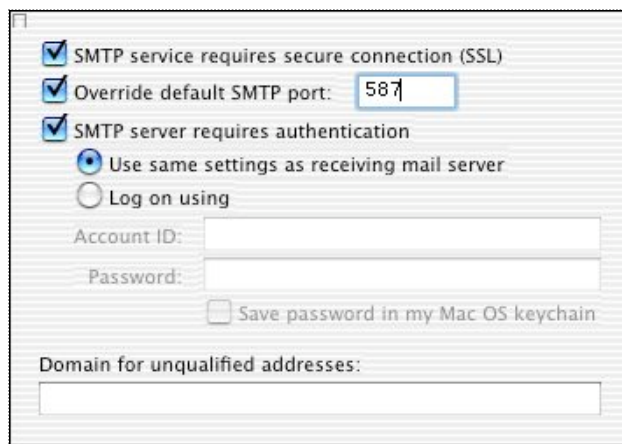
Override default IMAP port: check if 993 isn't set, and reset to 993 if needed.

7) Set advanced sending options:

SMTP service requires secure connection (SSL) should be checked.

Override default SMTP port should be checked and changed to 587. If you have trouble sending e-mail with this configuration, try port 465 instead.

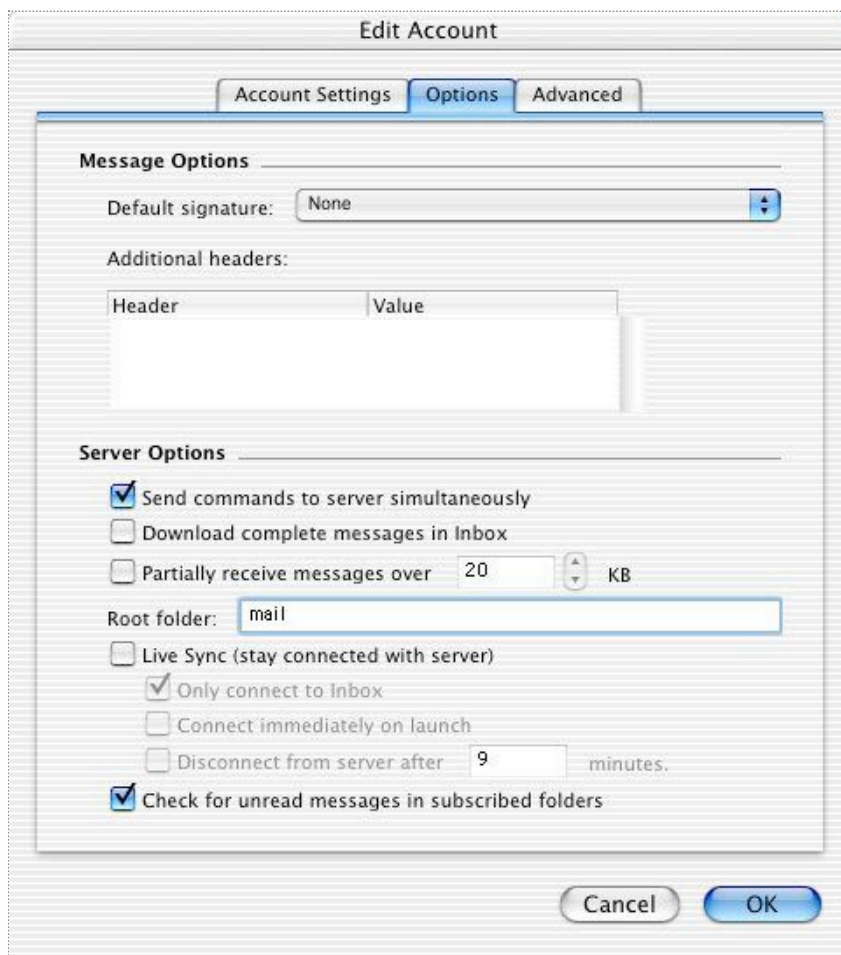
SMTP server requires authentication should be checked.
Use same settings as incoming mail server should be set.



The screenshot shows a dialog box for configuring an SMTP server. It contains the following elements:

- SMTP service requires secure connection (SSL)
- Override default SMTP port:
- SMTP server requires authentication
 - Use same settings as receiving mail server
 - Log on using
- Account ID:
- Password:
- Save password in my Mac OS keychain
- Domain for unqualified addresses:

8) Settings in the **Options** tab are optional. The settings shown in the **Advanced** tab are preferred, but the "Delete options" can be altered to suit your needs.

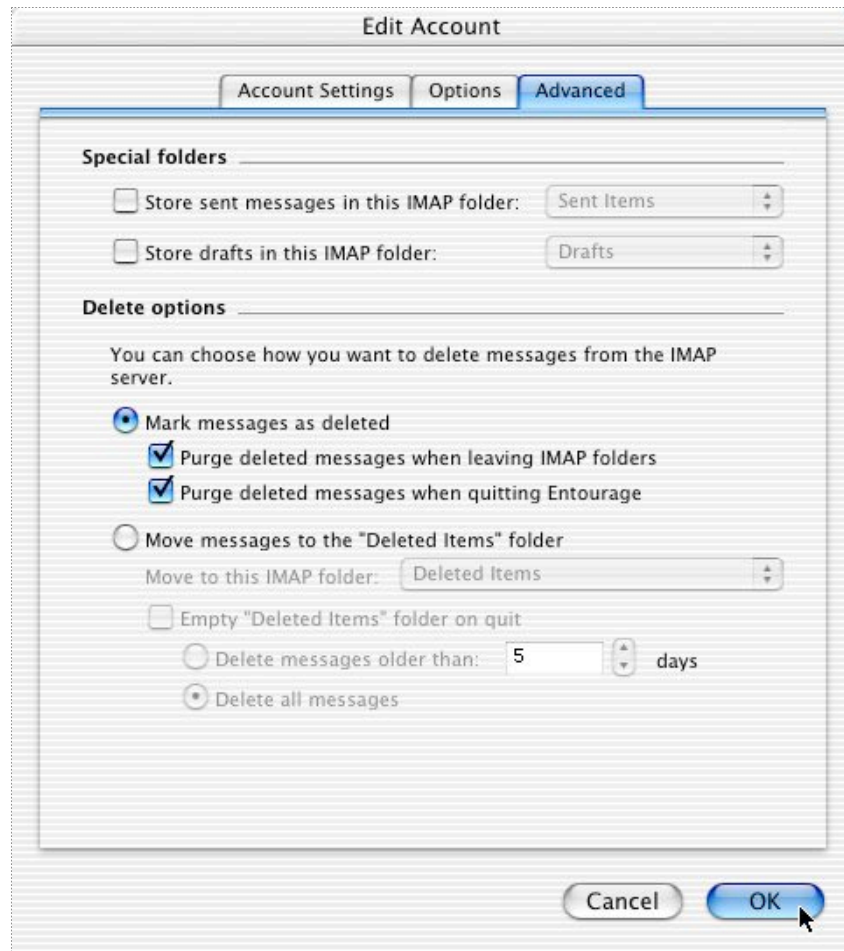


The screenshot shows the 'Edit Account' dialog box with the 'Options' tab selected. The dialog has three tabs: 'Account Settings', 'Options', and 'Advanced'. The 'Options' tab is active and contains the following sections and settings:

- Message Options**
 - Default signature:
 - Additional headers:

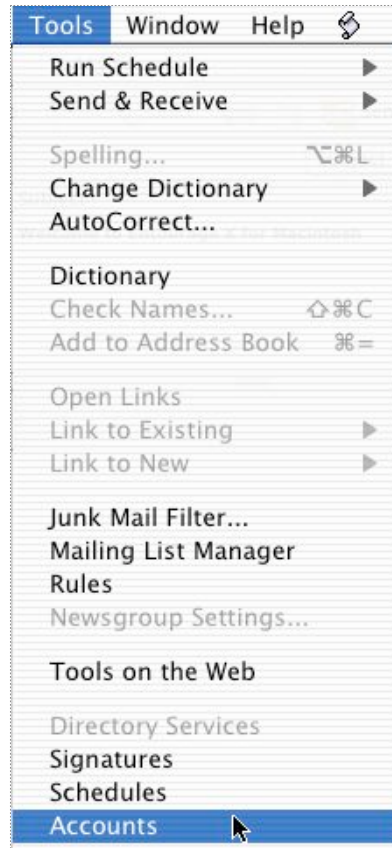
Header	Value
--------	-------
- Server Options**
 - Send commands to server simultaneously
 - Download complete messages in Inbox
 - Partially receive messages over KB
 - Root folder:
 - Live Sync (stay connected with server)
 - Only connect to Inbox
 - Connect immediately on launch
 - Disconnect from server after minutes.
 - Check for unread messages in subscribed folders

Buttons: Cancel, OK

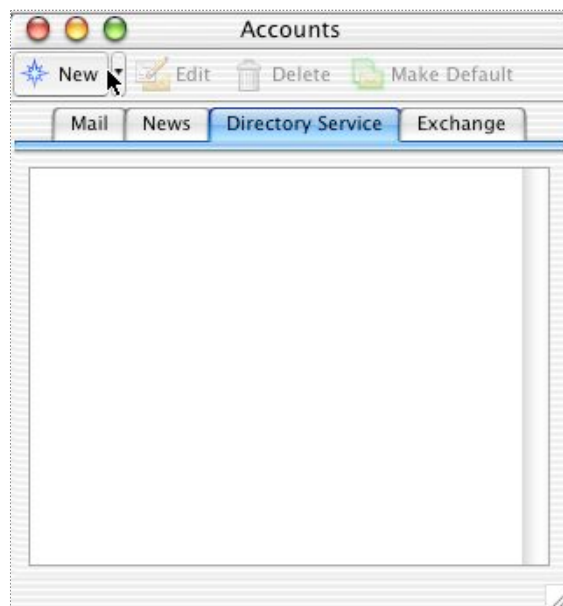


LDAP Setup

1) Go back to the **"Tools"** menu and then click on **"Accounts"**



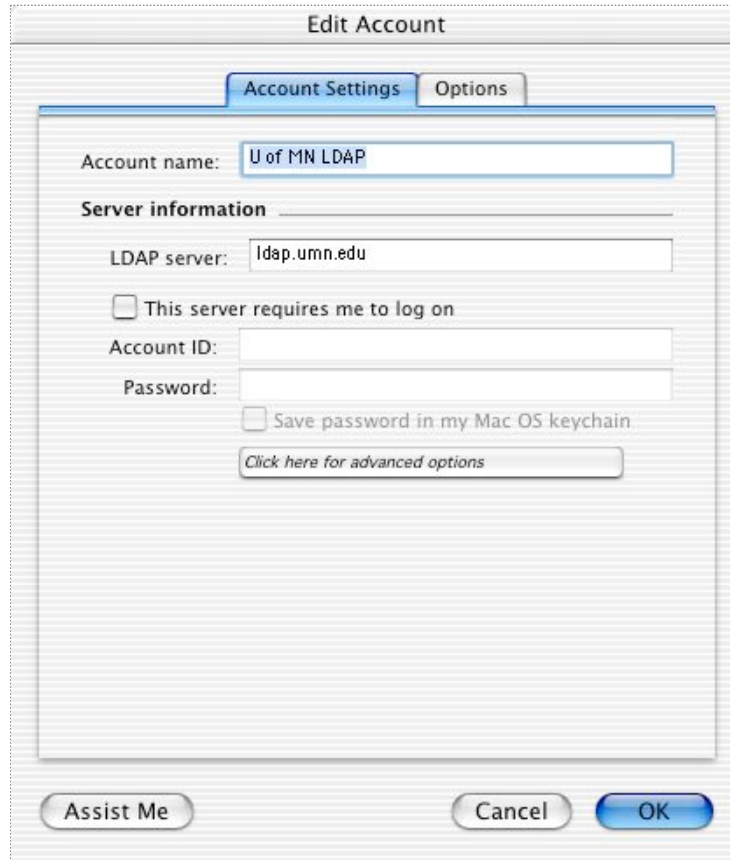
2) Click on the **Directory Service** tab, and select **New**. Close any popup windows that offer to help you setup, or click **Configure account manually** if the option appears in such a window.



3) In the **Account Settings** tab, input the following values:

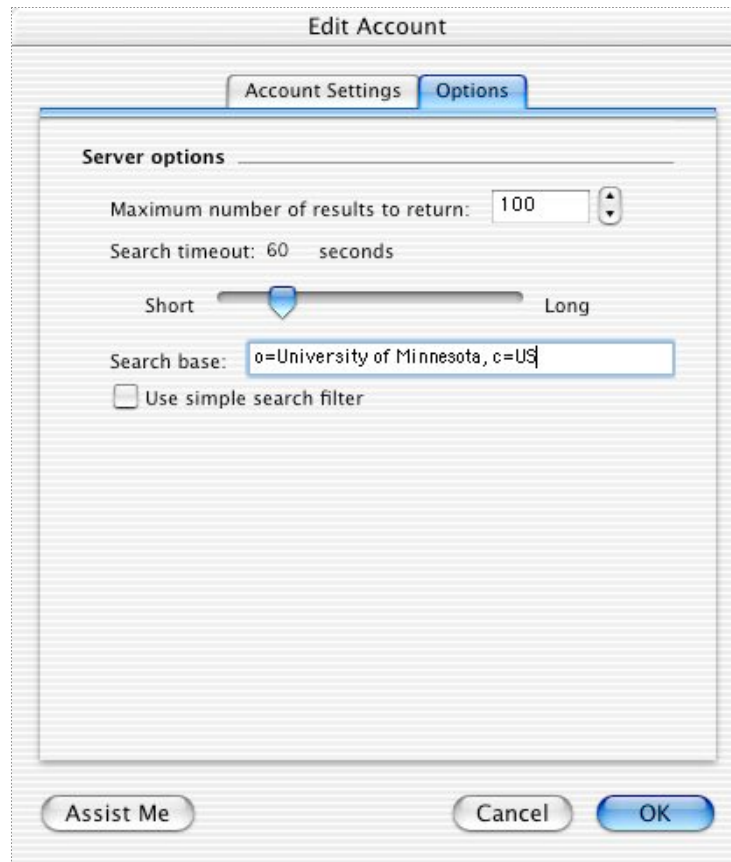
Account name: U of MN LDAP

LDAP server: ldap.umn.edu

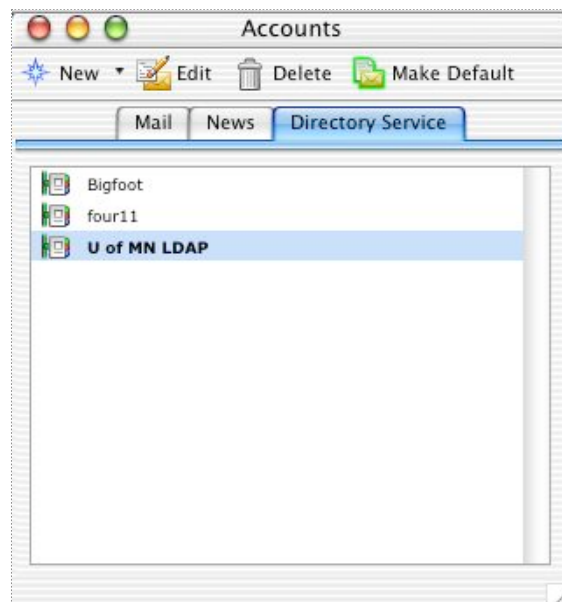


The screenshot shows the 'Edit Account' dialog box with the 'Account Settings' tab selected. The 'Account name' field contains 'U of MN LDAP'. Under the 'Server information' section, the 'LDAP server' field contains 'ldap.umn.edu'. There are two checkboxes: 'This server requires me to log on' (unchecked) and 'Save password in my Mac OS keychain' (unchecked). Below these are fields for 'Account ID' and 'Password'. A button labeled 'Click here for advanced options' is located below the password field. At the bottom of the dialog are three buttons: 'Assist Me', 'Cancel', and 'OK'.

4) In the **Options** tab enter the following information in the **Search base** field: **o=University of Minnesota,c=US**. Click **OK** when finished.

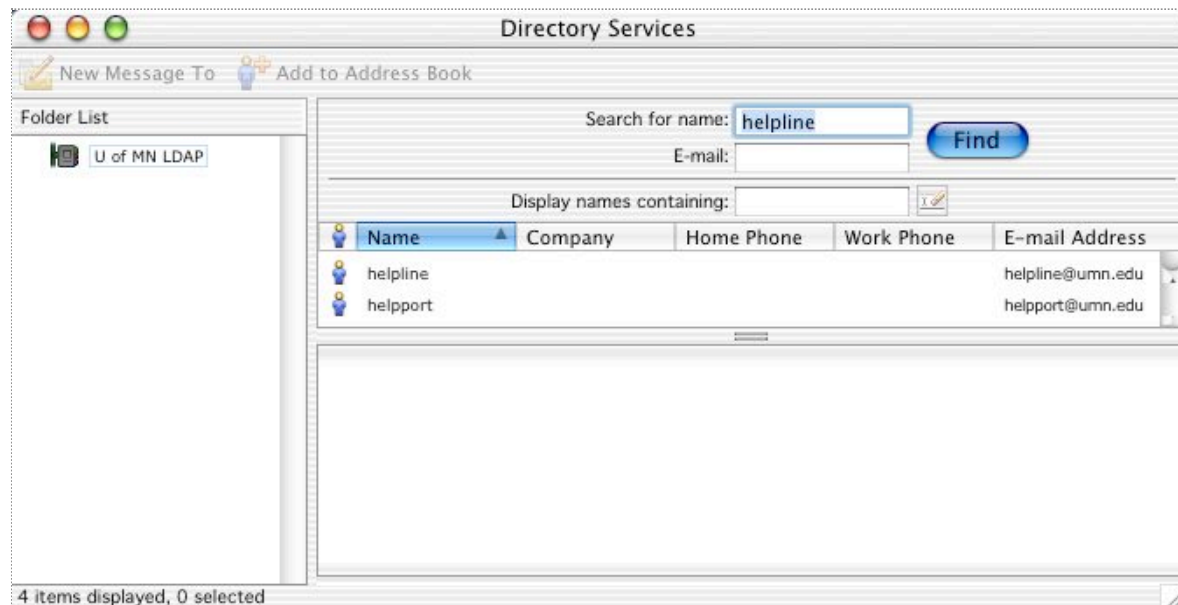


5) In the **Accounts** window, highlight "U of MN LDAP" and click the button **Make Default**.



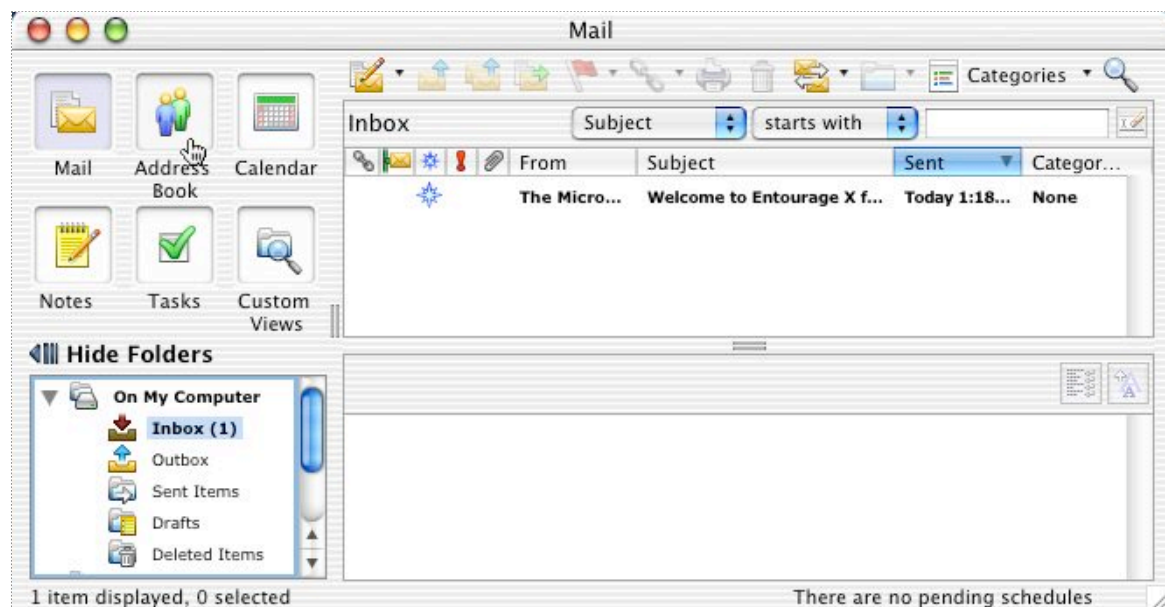
6) In the **Folder List** column of the main Entourage window, highlight **U of MN LDAP** in the list and input your

search terms (the example below uses "helpline" and shows the search results).

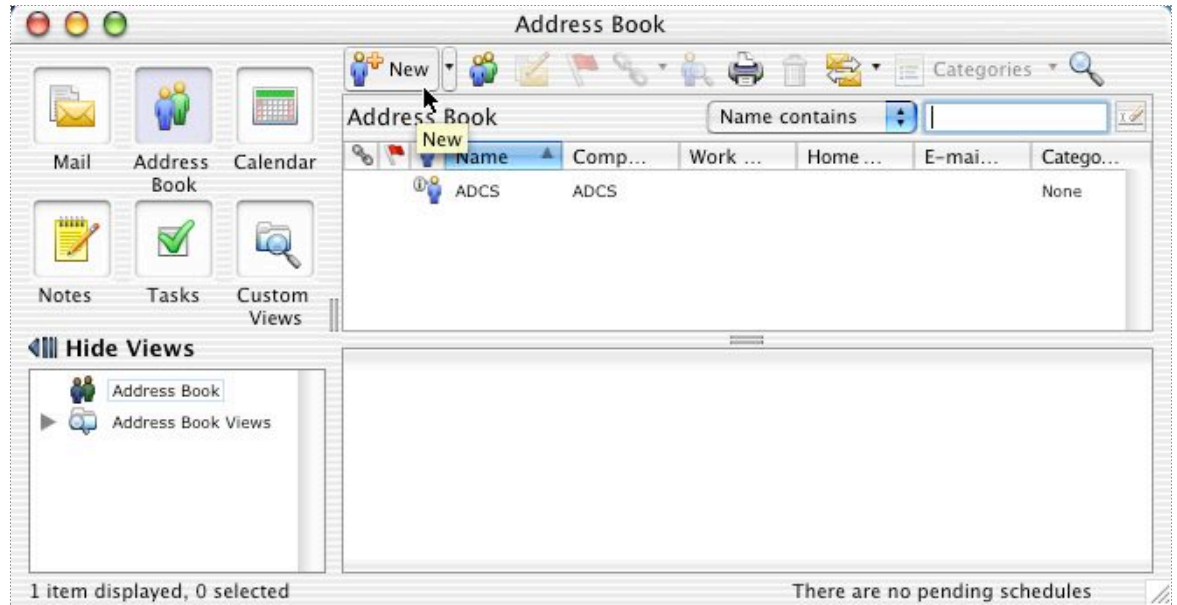


Address Book Setup

1) To open the Address book click on the "**Address Book**" pane in the Entourage window.



2) To add someone to your personal address book, click on the "**New**" button and then select "**New Contact**"



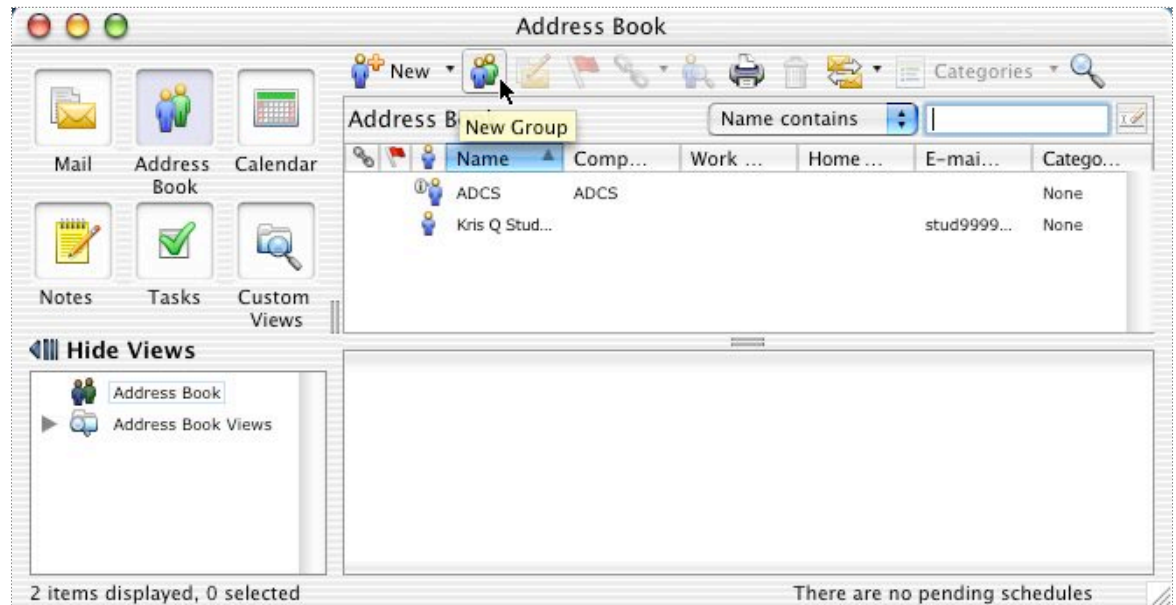
3) Fill out as much information as you feel necessary in the window that appears, then close the contact window.

The screenshot shows the 'Create Contact' window. The title bar reads 'Create Contact'. The interface includes a toolbar with 'Save & Close', 'Save & New', and 'Delete' buttons. The form is divided into three sections:

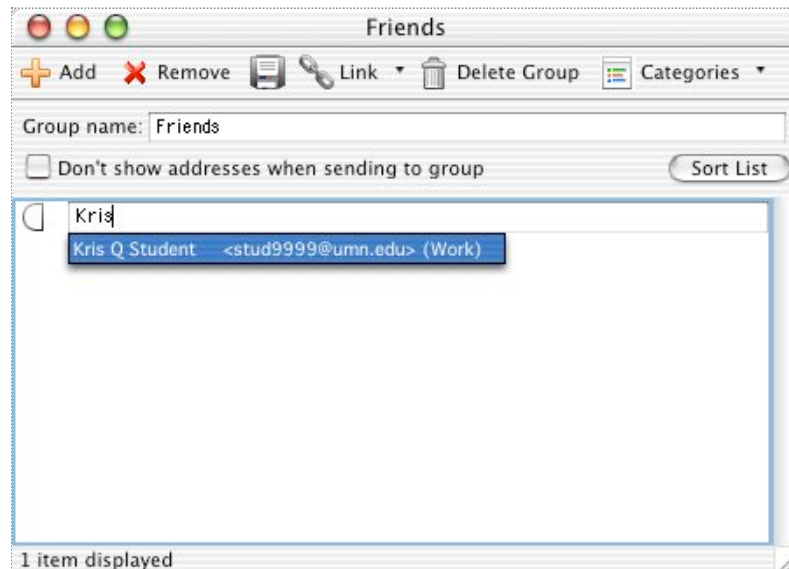
- Name & E-mail:**
 - First: Kris Q
 - Last: Student
 - Title: Suffix:
 - Company:
 - Department:
 - Job title:
 - Work E-mail: stud9999@umn.edu
 - Home e-mail:
- Phone Numbers:**
 - Work phone:
 - Home phone:
 - Mobile:
- Address:**
 - Work:
 - City:
 - State/Province:
 - ZIP/Postal code:
 - Country/Region:

A 'More' button is located at the bottom right of the form.

4) You should now notice a new entry in your Address Book. We can also create email lists by clicking on "**New Group**" to get this page. In "**Group Name**" type what you want to name the email list, and then click "**Select Members**"

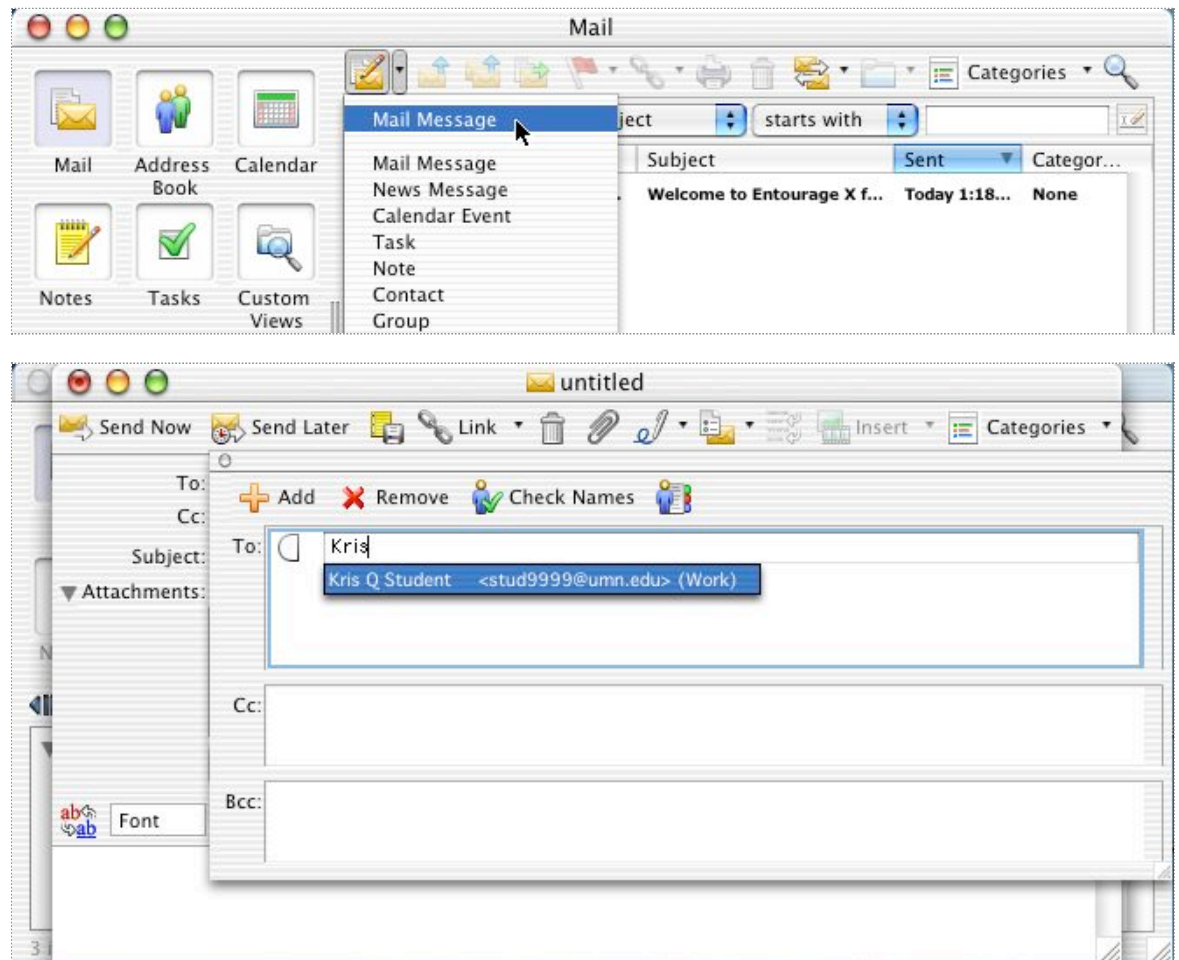


5) To Add users to the list, select them in the window on the left, and click on "**Select**" to move them to the right (which represents the list members). When done, click "**OK**" to exist the "**Select Group Members**" window, and then "**OK**" again to exit the list properties window.

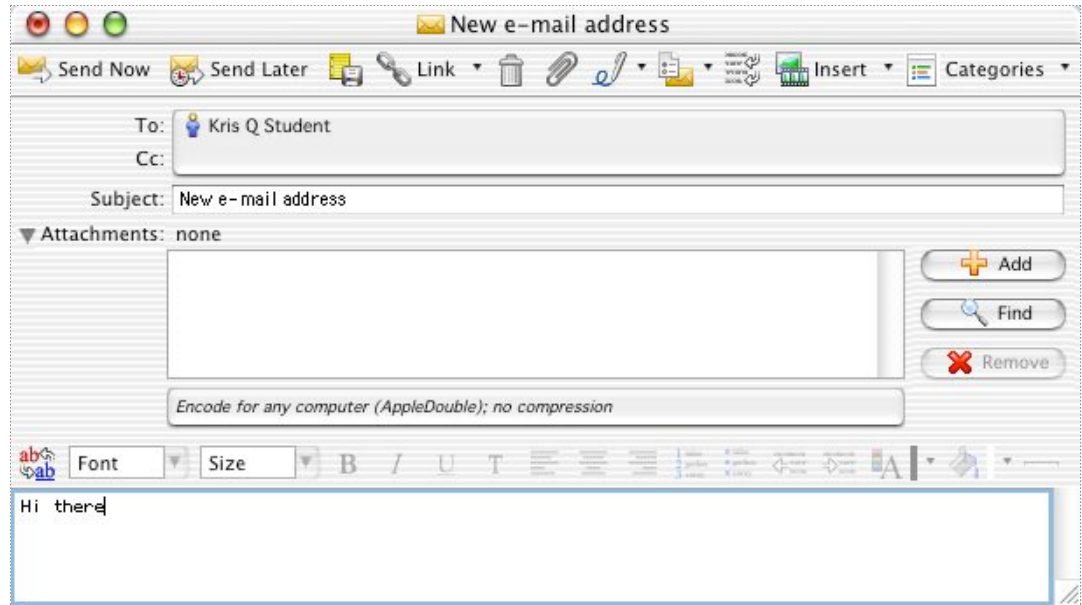


6) To use the address book in addressing a letter, first start a new email by going to "**New**" and then selecting "**Compose a mail message**". Clicking on the little "book"

icon next to the **To:** address line will bring up the address book. Simply select the names you wish you appear in the **To:**, **CC:**, and **BCC:** fields, and move them to the proper boxes with the arrow keys, then click **OK**



7) The addresses are inserted into the proper spots in the email header fields, and you are ready to compose your letter.



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